

Rebecca Andrade

1) Proposed Revised Policy on Vacation Time

Accrued Vacation days must be used no later than December 31st of the year following their accrual.

Project supervisors, department directors and corporation directors may extend the use of their vacation time beyond December 31st by written request and written approval. The written request must project a deadline for the use of the director or respective Board of Directors. No more than ten (10) days may be extended under these circumstances.

Vacation time can be paid rather than used only when a termination settlement is involved.

2) Proposed Vacation Settlement for Edward Andrade, Director , West Side CDC

Resolution:

Due to the lack of policy that heretofore provided a cut-off date and due to Ed's desire to make an extensive trip to West Africa in the summer of 1980 the Board of West Side CDC acknowledges that Edward Andrade has accrued 30 vacation days prior to 1980.

1978	-	10
1979	-	<u>20</u>
		30

Note: For review at West Side CDC meeting on Monday.